



BORD OIDEACHAIS AGUS OILIÚNA
CHILL DARA AGUS CHILL MHANTÁIN
 KILDARE AND WICKLOW
 EDUCATION AND TRAINING BOARD

Education and Training
FOR WORK AND LIFE



NAAS FURTHER EDUCATION AND TRAINING CENTRE

AUTUMN COURSES 2026



www.naasfetc.ie

English as a Second Language

Landline: 045-866314 • Mobile: 087-1532438

Adult Basic Education & Back to Education Initiative

Landline: 045-866314 • Mobile: **ABE** 087-1639973, **BTEI** 087-1700268

Community Education

Landline: 045-881863 • Email: communityedkildare@kwetb.ie



See www.fetchcourses.ie for additional course information

LOCATION

JIGGINSTOWN, NAAS, CO. KILDARE, W91 FT54

Reading/Writing/Spelling/Maths/Computers

- ▶▶ Learn at your own pace in a friendly, informal atmosphere
- ▶▶ Classes at flexible times
- ▶▶ One to one tuition or small learning groups
- ▶▶ Classes are free and confidential

Classes are for adults who:

- ▶▶ Are over 16 years of age and who are not in full-time education
- ▶▶ Need to brush up on skills such as reading, writing, maths and computers
- ▶▶ Want to up-skill or re-skill for work
- ▶▶ Would like to gain confidence
- ▶▶ Work towards a recognised certificate, if desired



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Naas Further Education and Training Centre
Education and Training FOR WORK AND LIFE

ENGLISH AS A SECOND LANGUAGE (ESOL)

Contact: **Susan Coffey**

Telephone: **045-866314** or **087-1639973**

Email: **abenaas@kwetb.ie**

Course	Day/Time	Start Date
Everyday English for Beginners This course offers learners the opportunity, to develop the English language skills needed to live, study and work in Ireland. The course is part-time and free of charge. Learners will develop skills in speaking, listening, reading, and writing. The course is A0/A1 level on the CEFR.	Various Times/Dates	Sept 2026
Everyday English for Improvers 1 and Improvers 2 These courses offer learners the opportunity, to develop the English language skills needed to live, study and work in Ireland. These courses are part-time and free of charge. Learners will build on their existing skills for speaking, listening, reading, and writing. The courses are A2 to B1/2 standard on the CEFR.	Various Times/Dates	Sept 2026



ADULT BASIC EDUCATION

Contact: **Roy Brennan**

Telephone: **045-866314** or **087-6667367**

Email: **abenaas@kwetb.ie**

Course	Day/Time	Start Date
<p>Develop your Reading & Writing Skills</p> <p>Classes for adults who wish to improve their reading, writing, and spelling. Support is provided on a one-to-one basis or in a small group. All levels of ability are catered for in a confidential and supportive learning environment. The classes are part time, free of charge, and are flexible to suit the availability of the learner.</p>	Various Dates/Times	Various Dates
<p>Computers Skills for Beginners (Daytime)</p> <p>Build your confidence with computers in a friendly, supportive daytime class designed for complete beginners. This course introduces the essential skills you need for everyday life, including using a computer, browsing the internet, sending emails, and working with basic programs.</p> <p>With step-by-step guidance and plenty of hands-on practice, you'll learn at a comfortable pace in a relaxed environment. Whether you want to stay connected with family, manage online services, or improve your job prospects, this course is the perfect place to start.</p>	Tuesday 10.00am – 12.00pm	22nd Sept 2026 (12 weeks)
General Learning – QQI Level 3 (Major Award)		
<p>English as a Second Language – QQI Level 3</p> <p>This course is designed for learners whose first language is not English and who wish to improve their everyday communication skills. It focuses on developing confidence in speaking, listening, reading, and writing in English for practical, real-life situations. Learners will build vocabulary and grammar through interactive activities, covering topics such as introducing themselves, asking for information, shopping, travel, and workplace communication. The course also supports learners in understanding and using English in social and community settings. On completion, participants will have improved their ability to communicate in English with greater confidence and accuracy and will be prepared for further study or everyday interactions in English-speaking environments.</p>	Tuesday & Thursday 12.30pm – 2.30pm	22nd Sept 2026 (12 weeks)
<p>Internet Skills – QQI Level 3</p> <p>This introductory course is designed to help learners develop the essential skills needed to confidently use the internet in everyday life. Suitable for beginners, it covers the basics of going online, navigating websites, using search engines effectively, and understanding online safety.</p> <p>Learners will explore how to set up and use email, access online services, and communicate securely. The course also introduces key topics such as protecting personal information, recognising online risks, and using digital tools responsibly. By the end of the course, participants will feel more confident using the internet for personal, educational, and practical purposes, with a strong foundation for further digital learning.</p>	Tuesday & Thursday 10.00am – 12.00pm	22nd Sept 2026 (12 weeks)

ADULT BASIC EDUCATION

Contact: **Roy Brennan**

Telephone: **045-866314** or **087-6667367**

Email: **abenaas@kwetb.ie**

General Learning – QQI Level 3 (Major Award)

Course	Day/Time	Start Date
<p>Horticulture – Planting and Potting – QQI Level 3</p> <p>This practical, hands-on course introduces learners to the essential skills and knowledge required for successful planting and potting. Designed for beginners and those with a general interest in gardening, the course covers topics such as soil preparation, seed sowing, transplanting, container planting, and plant care. Learners will gain an understanding of different plant types, growing conditions, and the tools and materials used in horticulture. Emphasis is placed on developing safe working practices and building confidence in maintaining healthy plants in a variety of settings.</p> <p>On completion, participants will be equipped with the foundational skills needed for home gardening or progression to further study in horticulture.</p> <p>Note: This course is delivered in the gardens of the IWA Clane.</p>	<p>Friday 10.00am – 1.00pm</p>	<p>02nd Oct 2026 (11 weeks)</p>
<p>Communications – QQI Level 3</p> <p>This course supports learners in developing essential communication skills for everyday life, work, and further study. Participants will build confidence in reading, writing, and spoken English, while improving grammar, vocabulary, and comprehension. The course also focuses on interpersonal skills, including active listening, clear expression, and effective interaction in a variety of social and workplace contexts. Through practical activities and supportive learning, learners will strengthen their ability to communicate clearly and confidently.</p>	<p>Tuesday & Thursday 7.00pm-9.00pm</p>	<p>22nd Sept 2026 (12 weeks)</p>



BACK TO EDUCATION INITIATIVE (BTEI)

Contact: **Ger Cleary**

Telephone: **045-866314** or **087-1700268**

Email: **bteinaas@kwetb.ie**

Information and Communication Technology – QQI Level 4 (Major Award)

Course	Day/Time	Start Date
<p>Introductory course to Microsoft 365 and Cloud Storage</p> <p>This introductory course to Microsoft 365 and Cloud Storage is designed to help learners build essential digital workplace skills. Participants will gain a clear understanding of how to organise and manage files and folders efficiently, ensuring information is easy to store, find, and share.</p> <p>The course introduces OneDrive as a secure cloud storage solution, teaching users how to upload, access, and collaborate on documents from any device. Learners will also explore Outlook, focusing on sending and managing emails, organising inboxes, and using the calendar to stay on top of tasks.</p> <p>In addition, the course provides practical guidance on using Microsoft Teams, including how to schedule and join meetings, communicate with colleagues, and collaborate in real time. By the end of the course, participants will feel confident navigating Microsoft 365 tools to improve productivity and teamwork in both personal and professional settings. Participants can progress to QQI certification at QQI Level 4.</p>	Thursday 6.30pm – 9.30pm	17th Sept 2026 (13 weeks)
<p>Word Processing – QQI Level 4</p> <p>Develop practical skills in creating and formatting professional documents with this QQI Level 4 accredited course. Ideal for beginners and those looking to refresh their knowledge, this programme covers essential word processing techniques using modern software. Learn how to create, edit, and format documents, apply styles, insert images and tables, and prepare work suitable for both personal and professional use. Step-by-step instruction and hands-on practice ensure you gain confidence and competence in a supportive learning environment.</p> <p>On successful completion, you will achieve a recognised QQI Level 4 award, helping to enhance your employment opportunities and further education prospects.</p>	Wednesday and Friday 10.00am – 12.30pm	23rd Sept 2026 (9 weeks)



BACK TO EDUCATION INITIATIVE (BTEI)

Contact: **Ger Cleary**

Telephone: **045-866314** or **087-1700268**

Email: **bteinaas@kwetb.ie**

Horticulture – QQI Level 4 (Major Award)

Course	Day/Time	Start Date
<p>Growing Fruit – QQI Level 4</p> <p>This course introduces learners to the practical skills and knowledge needed to successfully grow fruit in a range of settings. Participants will explore soil preparation, site selection, planting techniques, pruning, pest and disease control, and harvesting methods. Emphasis is placed on sustainable practices and seasonal planning to support healthy, productive crops. Suitable for beginners and those with some gardening experience, the course combines theory with hands-on learning to build confidence in fruit cultivation.</p> <p>Note: This course is delivered in the gardens of the IWA Clane.</p>	<p>Wednesday Group 1 10.00am – 12.00pm</p> <p>Group2 1.15pm – 3.15pm</p>	<p>07th Oct 2026 (15 weeks)</p>

Healthcare Support – QQI Level 5 (Major Award)

<p>Work Experience – QQI Level 5</p> <p>This module provides learners with valuable hands-on experience in a healthcare setting, such as hospitals, nursing homes, or community care environments. It focuses on developing key skills required of a Healthcare Assistant, including communication, teamwork, patient-centred care, and professional practice. Learners prepare for their placement, follow workplace policies and procedures, and reflect on their experiences to build confidence, competence, and readiness for employment in the healthcare sector. All learners are required to complete 150 hours of work experience placement.</p> <p>Note: Learners are responsible for sourcing their own work placement.</p>	<p>Monday & Thursday 10.00am – 1.00pm</p>	<p>21st Sept 2026 (10 weeks)</p>
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Back to Education Initiative (BTEI)

Back to Education Initiative (BTEI) courses are free if:

- ▶▶ You have less than upper second level education (No Leaving Cert),
- ▶▶ Are in receipt of a Social Welfare payment or a dependant of someone in receipt of a Social Welfare payment,
- ▶▶ Have a full valid medical card.

Fees may apply to those who do not meet the above criteria

Skills to Advance – Route 1

- ▶▶ Learners who are in part-time or full-time employment, will qualify for free fees under the Skills to Advance Initiative, if they do not meet the eligibility for free fees under the BTEI eligibility criteria.





COMMUNITY EDUCATION

www.communityeducationkwetb.ie

Email: guidancekildare@kwetb.ie

Telephone: 045-881863 or 087-9586455

Would you like to develop ideas for inspiring courses in your community with a local group

Community Education is an approach to learning which involves working with community groups to identify their needs and develop educational responses. It promotes equality and inclusion and values the life experience of learners whilst recognising the importance of learning together in local community groups. It is also highly creative and seeks to bring about positive personal, community and social change.

Recently devised courses and projects have included Digital Skills, a wide range of Arts and Crafts, Wellbeing, Chair Yoga, Creative Writing, Cookery, Environmental Awareness and Upcycling but all course ideas and programmes come from the learner groups themselves. We have also supported group leaders to develop their own capacity to lead and empower their groups.

The groups and agencies we work with include:

Women's and Men's Sheds, Disability, Parenting and Older Person's groups, New Communities, Community Networks, County Councils, Home School Liaison Projects, Community Development projects and Family Resource Centres, Environmental Groups, Homeless Services, Traveller Projects, and Partnership Companies. But we love to hear from new groups across County Kildare.

Further information and application forms for our service can be sourced by contacting:

Email: guidancekildare@kwetb.ie | Telephone: 045-881863 or 087-9586455



LIFELONG LEARNING



ADULT EDUCATION GUIDANCE & INFORMATION SERVICE

Contact: **Rachael Tuite** or **Loyola Ryan** to book an appointment.

Email: **guidancekildare@kwetb.ie**

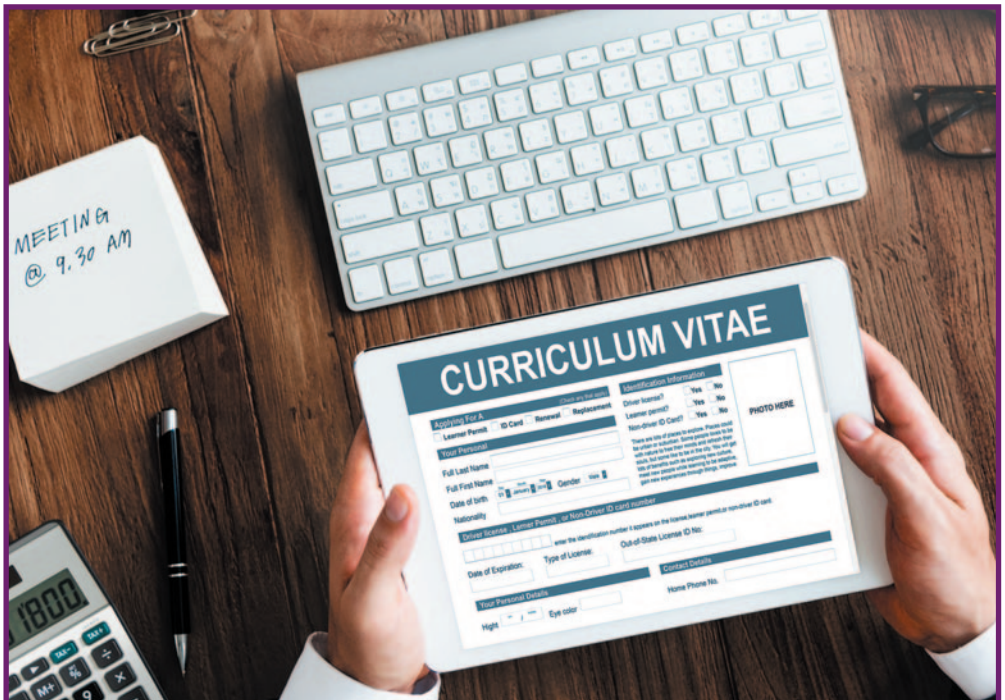
Telephone: **045-448512** or **087-3354577**

The career guidance service provides a free, professional, impartial career guidance and information service to all adult learners.

The KWETB Adult Guidance and Information Service offers the following free of charge:

- One-to-one career/educational guidance to help people make informed life choices,
- Information on all local and national courses,
- CV preparation and interview skills,
- Student application procedures for colleges,
- Information and advice on education grants, rights, and entitlements.

The **Adult Guidance and Information Service** is available to all adults. The service assists clients in exploring their further education/training options and to develop their personal work/career progression plan.





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Please note the following conditions of attendance

1. The centre reserves the right to change or cancel any course.
2. A waiting list system will apply for oversubscribed classes.
3. Further enrolments may take place one week after the start of a course, if there are vacancies.
4. Only those over 16 years who have left full-time second level education may enrol on a course.
5. The provision of classes during the mid-term break may vary.
6. Management are not responsible for loss or damage to student's property.
7. Limited parking available.
8. Smoking and Vaping are strictly prohibited in any part of the centre. Management reserve the right to refuse admission to those presenting under the influence of alcohol/drugs.
9. Fees are non-refundable, except where a course is cancelled.

Fees

- ▶▶ Fees may be paid by either Cash or Cheque. Cheques should be made payable to Kildare and Wicklow ETB.
Unfortunately we cannot accept Debit/Credit cards
- ▶▶ Where necessary, an additional charge will be made for class materials.



Riailtas na hÉireann
Government of Ireland



Arna chomhchistiú ag
an Aontas Eorpach
Co-funded by the
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Kildare and Wicklow ETB Training Services, Adult Basic Education and Youthreach are co-funded by the Government of Ireland and the European Union.